



Administrative Assistant to the Selectmen

Stu Marckoon
606 Douglas Hwy
Lamoine, ME 04605
(207) 667-2242

town@lamoine-me.gov

Proposed Administration Budget 2010/11

To: Budget Committee
From: Selectmen
Re: Administration Budget 2010/11
Date: September 28, 2009

We are pleased to present the first draft of the administrative budget for 2010/11. This is just a draft based on best guesses at this point. As instructed by the Budget Committee there are no new programs or purchases included in this budget.

I'll provide an explanation for my thinking on each line or group.

Administration Salaries – Selectmen – No change to the current salary is proposed.

Administrative Assistant – As per our contract, the inflation rate is applied to the annual salary as calculated below:

Salary 09/10		\$45,230.00
CPI-U Increase	1.80%	
Salary 10/11		\$46,044.14

Benefits

As per the contract, the calculation for benefits is:

Benefits Calculation

Biweekly Cost 08/09	\$301.40	26	\$7,836.40
Inflation	1.80%		
Cost 09/10			\$7,977.46

Clerk/Tax Collector

When calculating the current fiscal year budget, we had not built in election days for the Clerk. That's part of the reason for the hours increasing in the coming year. Based on the 1.8% inflation calculation, the hourly wage would increase to \$14.26 from the \$14/hour currently paid. The budget calculation is as follows:

Town Clerk/Tax Collector Salary Calculation

Day	Hours	per hour	Weeks	Cost
Wednesday	7.5	\$14.26	51	\$5,454.45
Thursday	8	\$14.26	51	\$5,818.08
Friday	8	\$14.26	51	\$5,818.08
Saturday	4	\$14.26	8	\$456.32
Election	14	\$14.26	4	\$798.56
Training	8	\$14.26	4	\$456.32
Reports	2	\$14.26	24	\$684.48

Total **\$19,486.29**

Assistant Clerk/Tax Collector

The assistant clerk currently makes \$11.50/hour. The inflation rate would increase that to \$11.75 (rounded). The calculation is as follows:

Assistant Tax Collector/Clerk Salary Calculations

Monday	7	\$11.71	51	\$4,180.47
Tuesday	7	\$11.71	51	\$4,180.47
Saturday	4	\$11.71	8	\$374.72
Elections	14	\$11.71	4	\$655.76
Training	8	\$11.71	4	\$374.72

Total **\$9,766.14**

Assessors

No pay adjustment is proposed for the members of the Board of Assessors at this time.

Health Officer

The proposed pay remains at the state minimum

Registrar of Voters

No pay is proposed – this has been folded into the Town Clerk's job description.

Election Workers

This is a wild guess based on the potential number of elections and town meetings for the fiscal year. We know there will be a governor's election in November 2010, a town meeting in April 2011, and a school budget validation, probably in May or June 2011. We have factored in one more election in case

TABOR II passes and we're required to validate any municipal budget vote. The calculation for election workers is as follows:

Election Workers Salary Calculation

Election	Clerk #	Rate	Hours	Cost
November 2010	2	\$10.00	10.5	\$210.00
November 2010	4	\$10.00	4.0	\$160.00
Town Mtg 2011	2	\$10.00	10.5	\$210.00
Moderator 2011	1	\$175.00	1.0	\$175.00
Town Mtg 2011	2	\$10.00	2.0	\$40.00
Town Mtg 2011	2	\$10.00	4.0	\$80.00
School Validation	2	\$10.00	10.5	\$210.00
School Validation	2	\$10.00	2.0	\$40.00
Budget Validation	2	\$10.00	10.5	\$210.00
Budget Validation	2	\$10.00	2.0	\$40.00

Total \$1,375.00

Total Salaries – without any new positions, the proposed salary line is up \$5,447.50.

Expenses

Electricity – The \$2,900 is up \$200 from the current budget. Actual for FY 2009 was \$2,765.26. This figures a \$135 increase. There is no information on any projected rate hikes by Bangor Hydro at this time

Machine Maintenance – The proposal drops the budget by \$50 based on the actual for FY 09 of \$1,113.04. It is my hope that the cost of maintenance (mostly photocopier) will drop once a new copier is placed into service next spring.

Travel/Education – The \$4,200 figure is based on the actual for FY 09. There were no highly unusual travel issues in FY 09, but the compensation rate went up to \$.50/mile which accounts for the sharp increase.

Postage – The actual for FY 09 was \$1,906.20. The approved amount for FY 10 is \$2,300 and the proposed amount is unchanged from that. We should have a good handle on postage after this fiscal year. The biggest factor in postage is tax bill mailings.

Office Supplies – The proposed amount for FY 11 is \$2,650 which is based on the actual for FY 09 of \$2,647.09.

Advertising – The proposed \$750 is based on the actual for FY 09 of \$743.60. We advertised for an assistant town clerk, nomination papers being available, some bids for the fire truck chassis last year.

Telephone- The proposed \$850 is based on the town office phone which runs \$40/month (Time Warner) and the cell phone that I carry runs \$30/month (Verizon Wireless). This would be about \$840/year.

Lien Costs – This line is reduced by \$1,000. However, the revenue line will be reduced to an amount equal to the expense lines as all lien costs (and then some) are paid by the property owner.

Lien Costs – Wages – This line is broken out to assist in the audit process. The amount is unchanged from the previous year, and like the line above, the cost is paid by the property owner.

Heating Oil- It's hoped that oil prices will be stable. The proposed amount is based on \$2.80/gallon for 1,000 gallons for the town hall.

Dues/Memberships – We belong to Maine Municipal Association (\$2,038), MDI League of Towns (\$185.18), Maine Town & City Management Association (\$85.88), Maine Town & City Clerks Association (\$60), Maine Municipal Tax Collectors and Treasurer's Association (\$45), Maine Association of Conservation Commissions (\$125) and the Maine Association of Assessing Officers (\$50). The non-MMA, league of towns memberships come with reduced fees for training courses with membership. The budget is based on the actual for FY 09.

Banking Costs – This is the small service charge (generally less than \$10/month) we are charged on the per item fee on our checking account. The increase is based on the actual from FY 09.

Tax Maps – The figure is based on what was paid this summer for tax maps. This has become a pretty steep expense.

Books & Publications – No change from last year. This pays for excise tax books and MMA Townsman subscriptions that aren't included with membership.

Records Preservation – We've been budgeting \$1000/year for the past 10-years or so, and we've not gotten to everything each year. I've encumbered \$1,000 from the past year so we've got two years worth to work with in FY 10.

Legal Fees – No change is proposed to the \$2,500 budget. We've used most of it for bond counsel in this fiscal year.

Other Election Costs – With only 4 elections anticipated, we should be able to cut this by \$25 and be safe. This account is used to feed the crew supper on Election Day, usually about \$20-\$30.

Audit – Our contract with Jim Wadman runs out this year. The administrative assistant recommends that we seek an estimate on extending the audit contract another three years without bid. The price in here is just an estimate.

Assessing-Appraisal – This is for Spring Work by RJD. We've had a larger than needed amount for this combined with the quarter review for the past few years. With little building activity taking place, this can be dropped significantly.

Assessing – Quarter Review - No budget for this – the assessors are supposedly doing it themselves and saving the outside cost.

Town Report & Meeting Expense – The actual on this dropped to \$858.72 in FY 09 thanks to a lowball town report bid. I'm in hopes that with fewer printed reports (I'll recommend 500 this year) that we can reduce this by \$600.

Miscellaneous – The \$31 expense in FY 09 was for a state background check on a new employee (she passed!). No change is proposed from the current year budget.

Flag Program- We probably should bump this item up by \$300 or so, some of the flags are wearing out quite badly and need to be replaced. For now, \$200 is in the proposed budget.

Tax Bills- No allocation is proposed.

Newsletter – A slight increase per issue of the Lamoine Quarterly is proposed (currently \$225 suspect it will rise to \$250 soon)

Sales Tax – No change is proposed. This is the amount we pay for sales of photocopies.

Total Administrative Expenses – This line is down \$1,927 thanks to the drop in Assessing – Appraisal.

General Assistance – We spent \$1,403.16 in FY '09. I'm not sure what this year will bring. I would recommend staying at the \$3,000 level for now.

Insurance

FICA/Medicare – As the salaries are plugged in, this line will adjust automatically to calculate our employer's share.

Property and Casualty – This cost \$6,678 in FY 09. That \$7,200 proposed is unchanged from the previous year. The bill for FY 10 is about \$7,082, so this represents a small increase over actual.

Public Officials – This cost \$3,079 in FY 09. The bill for FY 10 is \$3,168. At that rate of increase, \$3,200 may be slightly less than needed but in the ballpark.

Workers' Comp – We had an actual in FY 09 of \$1,912. The proposed \$2,000 is a \$600 reduction from the current. There was a \$146 rebate in FY 09.

Volunteer Coverage – We spent \$232.50 in FY 09. The proposed \$250 is based on the actual, and represents a reduction

Unemployment – We're showing a negative amount for FY 09 thanks to a rebate larger than what was paid in. Without a rebate, our cost would have been \$966.50. The proposed \$925 is based on that amount.

Deductible Fund – The proposed \$750 addition is unchanged from the previous year. Our vehicle deductible is \$1,000 now. (If I don't drive the fire trucks, theoretically the premium should go down!)

Total Insurance – While the line shows a reduction, remember it will change as more salary information is plugged into the budget

Equipment – The proposed \$750 is for software updates (Accounting et-al), offsite backup, and probably a new laser printer that will be needed in the adm. asst. office.

Town Hall Maintenance

Furnace – No change is proposed from the past budgets – this is the service contract with Ray Plumbing on the town hall furnace.

Lighting – No change is proposed from the past budget.

General Maintenance – This is up by \$100 based on the actual for FY 09 (\$294.80) – We might consider raising this by a lot more to cover pest control measures that were started this year on a one-time only basis (they seem to be working, too!)

Grounds – This is also up by \$100 based on the actual for FY 09 (\$965.68).

Keys and Locks – Nothing was budgeted in FY 10 for keys/locks. It's been quite a while since we changed the locks and the vault combination. (January, 2005). It cost \$195 then.

Total Maintenance is up \$400.

Total Administration is proposed to increase by \$1,251.58, but remember, this will be adjusted by the FICA/Medicare line when the rest of the salaries are plugged in.

Respectfully submitted,

Stu Marckoon, Adm. Asst. to the Board of Selectmen
Budget reviewed, adjusted and approved by the Selectmen 10/15/09